

Role Description

Financial Reporting Officer

| Role Description Fields | Details |
|---------------------------|--|
| Cluster | Stronger Communities |
| Department/Agency | Legal Aid NSW |
| Division/Branch/Unit | Finance |
| Classification/Grade/Band | Clerk Grade 5/6 |
| ANZSCO Code | 1223135 |
| PCAT Code | 221111 |
| Date of Approval | 05 October 2023 |
| Agency Website | www.legalaid.nsw.gov.au |

Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 28 regional offices in metropolitan and regional centres across NSW including two satellite offices located at Walgett and Bourke and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues

Primary purpose of the role

The position supports the accounting and reporting team and will play a key role in contributing to the financial accounting functions of Legal Aid NSW.

Key accountabilities

- Assist with monthly financial accounting and reporting
- Assist with the preparation of financial statements, notes and work papers
- Provide support for internal and external audit work
- Support monthly Treasury Prime reporting
- Assist with management of internal and financial controls
- Support the documentation, review and improvement of accounting procedures and policies to meet best practice guidelines
- Excel competence – maintaining spreadsheets
- Support accounting and agency projects as required

Key challenges

- Keeping up-to-date with Australian Accounting Standards, Treasury regulations and NSW State financial legislation
- Adapting to a changing and challenging environment
- Managing workload within tight timeframes and competing priorities

Key relationships

Internal

| Who | Why |
|----------------------------------|---|
| Manager Accounting and Reporting | <ul style="list-style-type: none">• Shares setting direction for financial accounting, assigns specific tasks, direction and advice |
| Manager Finance Operations | <ul style="list-style-type: none">• Shares setting direction for financial accounting |
| Finance Branch staff | <ul style="list-style-type: none">• Required collaboration |

External

| Who | Why |
|-------------------|--|
| External auditors | <ul style="list-style-type: none">• Liaise and provide information |

Role dimensions

Decision making

This role works with a level of autonomy and escalates complex issues to the Manager Accounting and Reporting.

Reporting line

Manager Accounting and Reporting

Direct reports

N/A

Budget/Expenditure

N/A

Essential requirements

- Tertiary qualifications in accounting or equivalent and/or extensive relevant experience.
- Fully vaccinated against COVID-19 prior to commencement

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.




The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

| Capability group/sets | Capability name | Behavioural indicators | Level |
|--|--|--|--------------|
|  Personal Attributes | Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning | <ul style="list-style-type: none"> • Be willing to develop and apply new skills • Show commitment to completing assigned work activities • Look for opportunities to learn and develop • Reflect on feedback from colleagues and stakeholders | Foundational |
|  Relationships | Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect | <ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly | Intermediate |
|  Results | Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes | <ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed | Intermediate |



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions










- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs




Intermediate

Complementary capabilities

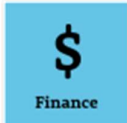
Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

| Capability group/sets | Capability name | Description | Level |
|---|--------------------------------|--|--------------|
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
|  | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
|  | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |

| | | | |
|---|-------------------------------------|--|--------------|
|  | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |

Occupational Specific Complimentary Capabilities

| Capability group/sets | Capability name | Description | Level |
|---|--|--|---------|
|  | Financial Accounting and Statutory Reporting | Apply and comply with accounting standards, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements | Level 1 |